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31 January 1975

MEMORANDUM FOR: Special Assistant to the Director of  
Medical Services

SUBJECT : Medical Files

1. In preparing the initial biographic computer data file in MEDSIGN on all Agency employees as reflected in the PERSIGN (O/Pers) Computer List of Employees, the IPS Staff members compared this list with the addressograph plates in the File Room to assign chart numbers to all the employees in the computer list. In the process of accomplishing the above, the following observations were recorded:

a. The Office of Personnel has circa  individuals listed as Agency employees upon whom OMS has no medical record.

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b. There were  individuals upon whom OMS has a medical record for the individual, but they are not listed as being an Agency employee.

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c. There were  persons upon whom OMS has a medical record revealing current Agency employment, but the O/Pers list does not show them to be current employees.

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2. Please find attached a listing of employees that fall into the categories outlined in 1b and 1c. Notations are made on this listing designating whether or not Agency personnel records indicate the individuals are presently employed or no longer employed. Members of the IPS Staff will be happy to meet with you and your staff to assist in the utilization of the list to possibly aid in retiring some of the files to Archives.

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3. One additional item to be mentioned is that arrangements were made with [redacted] when he was Registrar for new employee records to be passed through [redacted] before they are filed on the appropriate shelves. This has permitted the IPS Staff to update the MEDSIGN computer file, since the original file was created from the PERSIGN computer list, to contain all the new chart number files created on a daily basis. I would like to request that this procedure continue as it has for the past several months. STATINTL

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[redacted]  
Medical Systems Development Officer

Attachment

cc:

OMS/M  
Distr  
O &

2 - MSDO Files

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